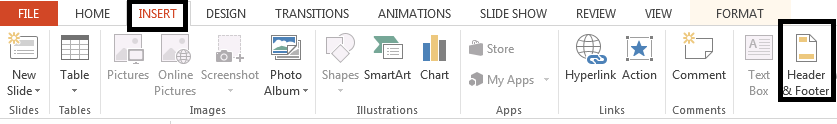
**Add Headers and Footers to Your Handouts**

Open the **Dress for Success Themes and Backgrounds** presentation you previously created in PowerPoint. RESAVE it with the new name **Add Headers and Footers to Your Handouts**.

**Exercise 1: Put Headers and Footers on Handouts**

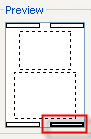
Click the **Insert** tab.

In the **Text** group, click **Header & Footer**.

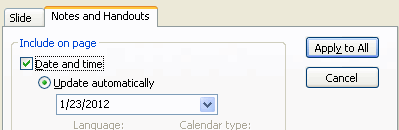


In the **Header and Footer** dialog box, click the **Notes and Handouts** tab. The options available include a date, header text, page number (which is selected by default), and footer text.

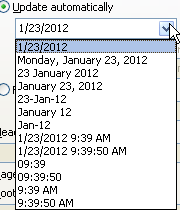
Note the preview window on the right of the dialog box. It shows where your currently selected headers and footers will appear on the page. Because the **Page number** option is selected, the placeholder on the bottom right of the preview is boldfaced to reflect that.



In the dialog box, click **Date and time**. The **Update automatically** option is selected. Leave it like that. This way, every time you open the presentation, the day's date will show up on the printed handouts.

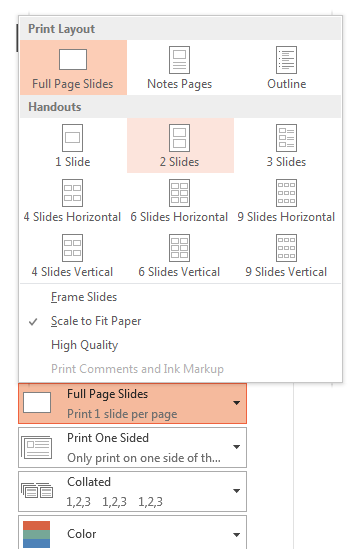


Click the arrow next to the date and select your preferred format for the date.



To let your audience know that the information in the presentation is confidential, use a text header. Click **Header**, and in the text box, type **Dress for Success.**

Click **Apply to All** Apply to All.

The headers and footers will appear on all your handout pages.

**Exercise 2: Look at Headers and Footers in Print Preview**

To see your headers and footers, you need to have a look at your handouts. The easiest way is in print preview.

Click **File** and point to **Print**. *Do not print your projects!*

The default print option is to print full page slides. In print preview, you need to select handouts as the type of page you want to print. Under the **Print What** box, click the arrow next to the current selection, **Full Page Slides**.

There are several handout options. Click **Handouts (2 Slides)**.

The first page of the handout shows in print preview, and you see the headers and footers you created**.**Notice that the Headers and footers that you added to the handouts also appear on your printed notes pages and outline.

Point to the page and click once to zoom in the view.

The headers look fine (you may have to scroll up to see them); to see the footers, scroll in small increments to the bottom of the page. To see each footer, use the horizontal scrollbar.

You see the page number footers.

**Notes and Tips**

* Changes you make to placeholders on the handout master or notes master will persist only for any handouts or notes you print from this presentation file. All new presentations will have the original default settings for handouts and notes page placeholders.
* To change the font size, type, or color of header or footer text, you'd select the placeholder on the handout master, and click the **Home** tab. (If you want to make a change to all the header and footer placeholders on the handout, select them all by pressing SHIFT while you click each one.) In the **Font** group, use **Font**, **Font Size**, and **Font Color** to make your changes.
* To move a placeholder on the handout, drag it. To delete one, select it and press DELETE. To restore any of the placeholders, open the handout master, and on the **Handout Master** tab, look for the **Placeholders** group. Select any of the placeholders you want back, **Header**, **Date**, **Footer**, or **Page Number**.

Resave the PowerPoint Presentation.